LMS Job Sheet: Mark a User Defined Task Complete

Version 1.0, 12/13/04

A User Defined Task (UDT) is a part of a Learning Path (LP) that can be setup to track items of training that are not courses in the Learning Management System (LMS). For example, in the AWOC Severe Track LP there are two UDTs for tracking completion of Simulations that students take outside of the LMS. This job sheet explains how to mark those UDTs complete.

Assumptions:

- The user has proper access level.

- The user has logged into the LMS at http://e-learning.noaa.gov.

- A LP has been assigned to students that contains one or more UDTs.

Steps:

1.0. Select the "My Courses" button.

2.0. Select the "Students" button.

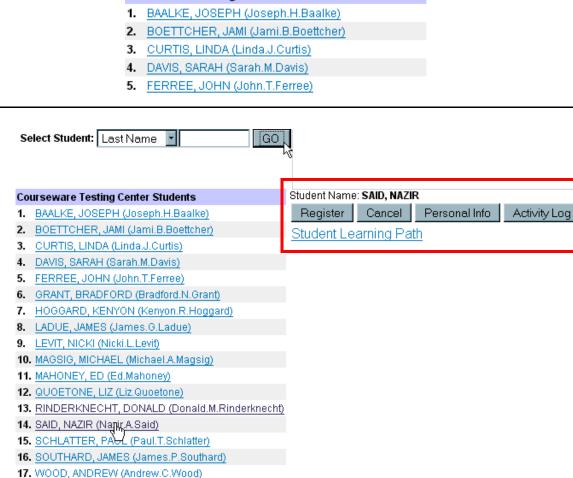### 3.0. Select the "Go" button next to "Select Student".

- If you leave the box empty, the LMS will return all students you have access rights to (as in the screenshot to the right).

- If you have a student's name in the box, the LMS will return students matching that name.

Select Student: [Last Name ▼] [   ] [GO]

Courseware Testing Center Students
1. BAALKE, JOSEPH (Joseph.H.Baalke)
2. BOETTCHER, JAMI (Jami.B.Boettcher)
3. CURTIS, LINDA (Linda.J.Curtis)
4. DAVIS, SARAH (Sarah.M.Davis)
5. FERREE, JOHN (John.T.Ferree)

4.0. Click on the link for the desired student.

- In this example, Nazir's link was selected. Note the buttons displayed to the right.

- The four buttons shown under his name are used for purposes not related to the task at hand.

5.0. Click on the "Student Learning Path" link to access the LP.

- This link is located below the buttons to the right in the red box in this example.

Select Student: [Last Name ▼] [   ] [GO]

Courseware Testing Center Students
1. BAALKE, JOSEPH (Joseph.H.Baalke)
2. BOETTCHER, JAMI (Jami.B.Boettcher)
3. CURTIS, LINDA (Linda.J.Curtis)
4. DAVIS, SARAH (Sarah.M.Davis)
5. FERREE, JOHN (John.T.Ferree)
6. GRANT, BRADFORD (Bradford.N.Grant)
7. HOGGARD, KENYON (Kenyon.R.Hoggard)
8. LADUE, JAMES (James.G.Ladue)
9. LEVIT, NICKI (Nicki.L.Levit)
10. MAGSIG, MICHAEL (Michael.A.Magsig)
11. MAHONEY, ED (Ed.Mahoney)
12. QUOETONE, LIZ (Liz.Quoetone)
13. RINDERKNECHT, DONALD (Donald.M.Rinderknecht)
14. SAID, NAZIR (Nazir.A.Said)
15. SCHLATTER, PAUL (Paul.T.Schlatter)
16. SOUTHARD, JAMES (James.P.Southard)
17. WOOD, ANDREW (Andrew.C.Wood)
18. YU, XUECHAO (Xuechao.Yu)

Student Name: **SAID, NAZIR**

[Register] [Cancel] [Personal Info] [Activity Log]
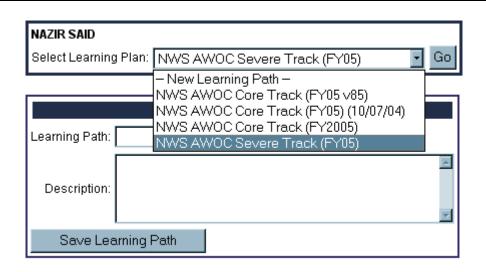
Student Learning Path

6.0. Choose the "Select Learning Plan" drop down menu.

    6.1. Select the LP from the list.

        • Select the LP that contains the UDT you want to edit.

    6.2. Click the "Go" button.

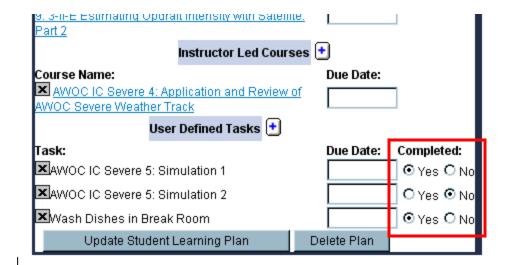   • This will display the selected LP.

7.0. The student's LP is displayed.

    • *This is NOT a LP Template*, but IS the student's actual LP. This is indicated by the student's name at the top of the LP.

    • We can edit this LP without affecting any other student's LP or LP template.

8.0. Select the Radio Button for the UDTs.

    • To mark the UDTs complete, select the *Yes* radio button.

    • To mark the UDTs incomplete, select the *No* radio button.

    • The due date can be filled in to provide deadlines or scheduling guidance to the student. Normally, this is done during planning meetings with the student.

9.0. Select "Update Student Learning Plan" button.

- Select the "Update Student Learning Plan" button to complete this action.
- The page will refresh with the updated information.

10.0. Task Complete.

- You may log out by clicking the little "X" in the upper right.